Leave Deduction

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Introduction

An active duty Coast Guard member normally earns 2.5 days of leave per creditable service month. When a period of non-creditable time occurs, leave that normally would have been earned during that period must be deducted.

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Required Reading

Read Article 7-A-11, Personnel Manual. When you finish reading, answer the questions below.

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Question #1

During what periods of time does a member **not** earn leave?

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Question #2

Leave is deducted on what basis?

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Question #3

Using the chart in the Personnel Manual, Art.7-A-19b on 7.A. page 32, how much leave would you deduct for the following:

13 days of deductible time_____

4 days of deductible time_____

26 days of deductible time_____

Leave Deduction (Continued)
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Question #1

During what periods of time is leave **not** earned?

Answer:

- Periods of unauthorized absence of more than 1 day. This includes absence caused by intemperate use of drugs or alcoholic liquor or by disease or injury resulting from own misconduct.

- Periods of confinement of more than 1 day under sentence of or while awaiting trial by court-martial and disposition of the case, and conviction has become final.

- Periods of excess leave or leave without pay.

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Question #2

Leave is deducted on what basis?

Answer: Leave is deducted on a day-for-day basis.

Comment

Leave is also deducted on a **month by month** basis.

If deductible time spans more than one month, do not deduct leave based on the total sum of deductible time. Determine **each** months own amount-of-leave deduction by the amount of deductible time occurring in that month.

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Question #3

Using the chart in the Personnel Manual, Art.7-A-19 b on 7.A. page 32, how much leave would you deduct for the following:

13 days of deductible time - **1.5 days**

4 days of deductible time   - **0.5 days**

26 days of deductible time - **2.5 days**

Leave Deduction (Continued)

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Introduction   In this section we will deal with the rules and procedures for deducting leave due to lost time.

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Background   An active duty Coast Guard member normally earns 2.5 days of leave per creditable service month. Leave is not earned during times of non-creditable service, which includes periods of absence of more than one day. When a non-creditable period is reported, the leave earned in that non-creditable period is deducted from the leave balance.

The deduction of leave will take place after submission of all the PMIS paperwork into the system. When the submission of the paperwork is after the cutoff date, the deduction of leave will not reflect on the member's leave and earning statement of that current processing month.

When processing a non-routine discharge on a member with a non-creditable period, the leave deduction may not yet be reflected on the LES or RECENTS. This means the leave deduction has not yet taken place. It's your responsibility to manually compute the leave deduction. You must deduct that *non-earned leave* period from the member's separation leave balance. This adjusted final leave balance is what you need to properly counsel member on available leave if any and to ensure proper entries regarding leave on the urgent email that is sent to HRSIC for separation processing.

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Leave Deduction (Continued)

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Rules

Remember the following key rules to ensure you deduct the <u>correct</u> amount of leave due to bad time.

- Leave is deducted on a **month-by-month** basis.

  Example - When bad time spans more than one month, as in 20 May to 10 June, first deduct leave from the month of May (20 May to 31 May). Then deduct leave from the month of June (01 June to 10 June). Then add the deducted leave from both months together for the total deductible leave.

- Leave is deducted on a **day-for-day** basis.

  Notice in the above example that leave was deducted from 20 May to **31 May**. Since deduction of leave is on a **<u>day-for-day</u>** basis the <u>31st</u> is included.

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Comment

Be sure to use the <u>inclusive</u> dates of the bad time when computing for deductible leave purposes.

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**Procedure
Table #9**

Use the following steps in deducting non-creditable leave when deductible time happens within a **<u>single</u>** month.

STEP	PROCEDURE
1	Determine first day of bad time. (Beginning Date) (**Never Change**)
2	Determine the last day of bad time. (Ending Date) *(If ending date falls on the last day of the month <u>don't</u> change to the 30th)*
3	Subtract the Beginning Date from the Ending Date.
4	Add 1 day for inclusive date (omit if counting actual days on a calendar)
5	Refer to the chart in the PERSMAN, Art.7-A-19b, 7.A.page 32. To determine leave deduction. *Example:- 20 to 31 March is 12 days lost which is 1.0 days of leave deducted*
6	Subtract total deductible leave from leave balance. *Example: 11 to 17 May is 7 days lost which is 1.0 days of leave deducted. Deduct 1.0. days leave from leave balance.*

Leave Deduction (Continued)

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Procedure Table # 10   Use the following steps in deducting non-creditable leave when deductible time involves **multiple** months.

Let's use the UA period of 20 May to 10 June (inclusive) for an example.

STEP	PROCEDURE
1	Determine first day of bad time. (Beginning Date) (**Never Change**)
2	Determine the last day of the month in the month the member departed. (**Don't** change to the 30th) *Example: if departure date is 20 May the last day of the month would be 31 May*
3	Subtract the Beginning Date from the last day of the month member departed.
4	Add 1 day for inclusive date (omit if counting actual days on a calendar)
5	Refer to the chart in the PERSMAN, Art.7-A-19b, 7.A.page 32. to determine leave deduction. *Example: 20 to 31 May is 12 days lost which is 1.0 days of leave deducted*
6	Add up remaining days of bad time in the following month(s) and repeat step 5. *Example: 01 to 10 June is 10 days lost which is 1.0 days of leave deducted.*
7	Add total amount of leave deducted from all months. Subtract total deductible leave from leave balance. *Example: 20 to 31 May is 12 days lost which is 1.0 days of leave deducted.* *01 to 10 June is 10 days lost which is 1.0 days of leave deducted.* *Deduct 2.0. days leave from leave balance.*

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Leave Deduction (Continued)

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Example #1

Below is an example of deductible time within a single month. Determine total deductible leave.

MK3 Michael was on unauthorized absence (UA) from 5 July 1987 to 10 July 1987 (inclusive).

Look at the example below:

```
    87 07 10      Ending  Date
-   87 07 05      Beginning Date
_____
    00 00 05
+         01      Inclusive day
_____
    00 00 06      Total days lost
```

According to the chart in article 7-A-19, MK3 Michael will have 0.5 days leave credit deducted from his leave balance for 6 days of bad time.

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Example #2

Let's take the previous example and change it to reflect MK3 Michael being in an unauthorized absence status involving multiple months.

MK3 Michael was UA from 16 August 1987 to 2 September 1987 (inclusive).

Using procedure table #10 we will first work the problem out for August.

```
    87 08 31      Last day of the Month
-   87 08 16      Beginning Date
_____
    00 00 15
+         01      Inclusive day
_____
    00 00 16      Total deductible time in August
```

For 16 days of lost time in August MK3 Michael will have 1.5 days of leave credit deducted.

Leave Deduction (Continued)

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Now let's work the problem for September since the *lost time* happened over a two month period.

```
    87 09 02      Last day of the Bad Time
-   87 09 01       First day of the month
_____
    00 00 01
+         01      Inclusive day
_____
    00 00 02       Total deductible time in September
```

For 2 days of lost time in September MK3 Michael will have 0.5 days of leave credit deducted.

So the total amount of leave credit deducted from MK3 Michael's leave balance will be 2.0 days.

Remember that leave credit is deducted on a month-by-month basis. If MK3 Michael's 18 days UA time happened in a one month period, total leave deduction would be 1.5 days. But since his 18 days of UA time happened over a period of two months, leave credit was deducted for those days UA in each month vice total amount of UA.

Leave Deduction (continued)

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Directions

Below are some problems dealing with lost time. **Leave deduction is not reflected on the LES.**

Compute and show the following:

- Total leave deducted from final leave balance

- Adjusted final leave balance

- If involving multiple months show deductible leave for each month

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Practice #1

Member went UA on 5 JAN 88 and returned on 15 JAN 88. His separation date is 20 FEB 88. His leave balance on his JAN LES is 15.5 days.

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Practice #2

Member went UA on 7 APR 88 and returned on 19 APR 88. Her separation date is 25 May 88. Her leave balance on her APR LES is 21.5 days.

Leave Deduction (continued)

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Practice #3   **Member went UA ON 23 JUL 88 and returned on 4 AUG 88. Her separation date is 17 AUG 88. Her leave balance on her JUL LES is 26.5 days.**

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Practice #4   **Member went UA on 23 FEB 92 and returned on 9 MAR 92. His separation date is 24 Mar 92. His leave balance on his FEB LES is 14.5 days.**

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Comment   Remember 1992 is a leap year.

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Leave Deduction (continued)

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Practice #5   **Member went UA on 28 AUG 96 and returned on 8 SEP 96.
His separation date is 23 September 1996. His leave balance
on his August LES is 19.0 days**

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Feedback   Turn the page and check your answers. If your answers are
Incorrect, go back and check your computations. Do the problems
again if necessary.

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Feedback for Leave Deduction

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Practice #1   **ANSWER:** 1.0 day of leave deduction. Final leave balance is 16.5 days.

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Practice #2   **ANSWER:** 1.0 day of leave deduction. Final leave balance is 23.0

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Practice #3   **ANSWER:** 1.5 days of leave deduction (1.0 days for Jul & 0.5 days for Aug). Final leave balance is 26.5 days

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Practice #4   **ANSWER:** 2.0 days of leave deduction (1.0 days for Feb & 1.0 days for Mar). Final leave balance is 14.5 days.

Bad time in February is 7 days vice 6 days due to 1992 being a leap year. Therefore deduction is 1.0 days vice 0.5 days.

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Practice #5   **ANSWER:** 1.5 days of leave deduction (0.5 days for Aug & 1.0 days for Sep). Final leave balance is 19.5 days.

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Full Procedure Feedback

Practice #1

Member went UA on 5 JAN 88 and returned on 15 JAN 88. His separation date is 20 FEB 88. His leave balance on his JAN LES is 15.5 days.

```
  88  01  14              15.5    JAN LES
-  88  01  05            +  2.0    FEB
   00  00  09              17.5    earned leave to DOS
+  00  00  01            -  1.0    total leave deduction
   00  00  10            = 16.5     final leave balance
```

= 1.0 day lost

1.0 Total Days Leave Deduction   16.5 Final Leave Balance

Practice #2

Member went UA on 7 APR 88 and returned on 19 APR 88. Her separation date is 25 May 88. Her leave balance on her APR LES is 21.5 days.

```
  88  04  18              21.5    APR LES
-  88  04  07            +  2.5    MAY
   00  00  11              24.0    earned leave to DOS
+  00  00  01            -  1.0    total leave deduction
   00  00  12            = 23.0     final leave balance
```

= 1.0 day lost

1.0 Total Days Leave Deduction   23.0 Final Leave Balance

Practice #3

Member went UA ON 23 JUL 88 and returned on 4 AUG 88. Her separation date is 17 AUG 88. Her leave balance on her JUL LES is 26.5 days.

```
  88  07  31                88  08  03
-  88  07  23              -  88  08  01
   00  00  08                 00  00  02
+  00  00  01              + 00  00  01
   00  00  09   JUL           00  00  03   AUG
```

= 1.0 days leave lost   = 0.5 days leave lost

=   1.5 total days of leave deduction

```
   26.5          JUL LES
+   1.5          leave earned for AUG
   28.0          total leave days earned to separation date
-   1.5          total leave deduction
   26.5          final leave balance
```

1.5 Total Days Leave Deduction,   26.5 Final Leave Balance

Practice #4

Member went UA on 23 FEB 92 and returned on 9 MAR 92. His separation date is 24 Mar 92. His leave balance on his FEB LES is 14.5 days.

```
    92  02  29                    92  03  08
 -  92  02  23                 -  92  03  01
    00  00  06                    00  00  07
 +  00  00  01                 +  00  00  01
    00  00  07    FEB             00  00  08    MAR
```

= 1.0 days leave lost   = 1.0 days leave lost

=   2.0 total days of leave deduction

```
    14.5     FEB LES
 +   2.0     leave earned for MAR
    16.5     total leave days earned to separation date
 -   2.0     total leave deduction
     4.5     final leave balance
```

2.0 Total Days Leave Deduction,   14.5 Final Leave Balance

Practice #5

Member went UA on 28 AUG 96 and returned on 8 SEP 96. His separation date is 23 September 1996. His leave balance on his August LES is 19.0 days

```
    88  08  31                    88  09  07
 -  88  08  28                 -  88  09  01
    00  00  03                    00  00  06
 +  00  00  01                 +  00  00  01
    00  00  04    AUG             00  00  07    SEP
```

= 0.5 days leave lost   = 1.0 days leave lost

=   1.5 total days of leave deduction

```
    19.0     AUG LES
 +   2.0     leave earned for SEP
    21.0      total leave days earned to separation date
 -   1.5     total leave deduction
    19.5      final leave balance
```

1.5 Total Days Leave Deduction,   19.5 Final Leave Balance